Acting as a personal assistant

1. Registering as a personal assistant

- On the SACDA Online homepage (https://awards.sccléa.scot.nhs.uk or https://awards.sacda.scot.nhs.uk) click ‘Register’. You will see the screen below:

![Register Screen](image)

- Click the box beside “A Personal Assistant to another user” and click ‘Submit’

- On the next screen, enter the requested details and click ‘Submit’. Your registration request will be submitted to SACDA. It will be dealt with as soon as possible, but may take up to one working day

- When your registration request is authorised you will receive an email with instructions on how to complete the registration process. You will need to select three security questions and answers which will be used to verify your identity each time you access the system

- Upon completing your registration you will be able to fully access the system. On subsequent visits to the site you can gain access by selecting ‘Login’ from the welcome page and entering the required information

- When you have completed your registration, the individual you wish to work on behalf of will need to assign you as their assistant. To do this they should login to the site and click ‘My Details’ then ‘Change Personal Assistant’, as in the picture below:
They should then enter the email address you used when registering for the system, which will link your profiles and allow you to work on their behalf.

2 Acting as a personal assistant

When you log in to the site you will see the screen below:

As in the above example, it is possible to access the system on behalf of more than one user. If this applies to you, click on the email address of the required individual. You will then have FULL access to all functions available to that individual, including the creation, completion, submission and (if required) authorisation of forms.